



आधुनिक रेल डिब्बा कारखाना, रायबरेली
MODERN COACH FACTORY, RAEBARELI

Office of the General Manager/Vig.
Modern Coach Factory, Raebareli,
Lalganj, Distt.- Raebareli

Confidential

Date: 16.08.2021

No: G/MCF/RBL/Vig./PC/Mech-16

All PHOD's/CHOD's,
MCF/RBL

Sub: - Instituting a System of Checklist at the time receiving materials of Stock/Non-Stock PO.

During the course of investigation it has been observed that material receiving official received the material with remarks "material received" only on the challan. While in terms of Para 718A of Stores Code, he should have acknowledged the quantity also.

Therefore, it is advised that a proper system of checklist at the time of receiving material by staff may be instituted in terms of extant rules which will ensure that the material is received with requisite documents viz. challan indicating quantity, copy of I/C, WTC/GC (if needed) as per contract/PO and irregularities/oversights of any nature may be avoided in receipt of material. This is suggested as in many cases material is consumed by starving shops on being physically available without any regard to its compliances of contract/PO terms & conditions and after consumption, rejection of material on the ground of non-compliance becomes difficult & futile.

Action taken in this regard may be intimated to Vigilance branch.

This issues with the approval of competent authority.

Sanjaya Tiwary
(Sanjaya Tiwary)
SVO/MCF/RBL
16/08/2021

For General Manager Vigilance